

## EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on  
Thursday 14 March 2019 at 7.30 pm  
in Eardisland Village Hall

**Present:** Cllrs Maryan Hanson (Chair), Phil Milchard, Richard Kirby and Reg Curtis.

**In Attendance:** Parish Clerk Alison Sutton; Footpath Officer Jo Watson; and 3 members of public.

1. **Apologies of absence** – Cllrs David Weir, Shelley Connop and Merry Albright; Ward Cllr Roger Phillips; Footpath Officer Sue Wallis.
2. **Declarations of interest** – None declared.
3. **Minutes of the previous meeting** – 21 February 2019. These were ADOPTED and signed.
4. **Public Forum** –
  - 5.1. West Mercia Police – Report in Clerk's Information Sheet (CIS) NOTED.
  - 5.2. Ward Councillor – Report in the CIS NOTED.
  - 5.3. Local Residents – None.
5. **Financial Procedures** – The balance of the current account of £29,921.38 as at 8 February 2019 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess. RESOLVED to undertake virements of £600 from Planning contingency, £530 from Contingency & £649 from S137 expenditure lines to Salary expenditure line for Feasibility Study hours. Actual payments and receipts REVIEWED and AGREED against budget as in appendix 1:
  - 5.1. Hitrees Ltd, Lengthsman and village hall, £84 (inc. £14 VAT), C/N 100924.
  - 5.2. J Knight, Bus shelter cleaning Oct-March, £60, C/N 100925.
  - 5.3. Eardisland Village Hall, Hire for PC, FS, S137, £130.50, C/N 100926.
  - 5.4. HALC, Subscription, £449.45 (inc. £74.91 VAT), C/N 100927.
  - 5.5. SLCC, Clerk's pro-rata membership, £60.40, C/N 100928.
  - 5.6. Focus Flooring Ltd, Village hall flooring, £1,800 (inc. £300 VAT), C/N 100929.
  - 5.7. CLG Market Research UK Ltd, Feasibility Study work, £4,500 (inc. £750 VAT), C/N 100930 – Paid from Feasibility Study grant.
  - 5.8. Dovecote Trust, S137 donation for remembrance display, £250, C/N 100931.
  - 5.9. Alison Sutton, Contracted hours salary, extra hours, expenses and refund for PC purchases, £1,879.40, C/N 100932.
  - 5.10. HM Revenue and Customs, PAYE and NIC paid on behalf of Clerk, £503.71, C/N 100933.
  - 5.11. Kirkwells Ltd, Pre-application advice document, £1,800 (inc. £300 VAT) – Paid from Feasibility Study grant – Cheque cancelled, Clerk INSTRUCTED to raise cheque for £1,200 (inc. £200 VAT).
6. **Planning Applications** –
  - 6.1. P190488/FH, Stonelea Cottage, Eardisland, HR6 9AS – Single storey extension to the west side of the existing house – RESOLVED to support as conforms to Eardisland NDP policy E1.
  - 6.2. P190766/K, Cross Inn, Eardisland, HR6 9BW – Work to tree 1907 (Common Hawthorn) by war memorial – RESOLVED to support application to undertake work as required by Tree Survey.
  - 6.3. P190767/K, Eardisland Village Hall, Eardisland, HR6 9BP – Work to trees 1879 (Common Ash), 1891 (Field Elm), 1886 (Field Maple), 1878 (Crack Willow) as identified in Tree Survey and 1875 (Sweet Chestnut) damaged after survey undertaken – RESOLVED to support application to undertake work as required by Tree Survey and damage to tree no. 1875.
  - 6.4. NOTED P190100/U, Folly Farm, Eardisland, HR6 9BS – Certificate of lawfulness for existing use for maintenance and repair of plant and machinery, commercial vehicles and HGVs, and also the storage distribution of construction materials – Approved.

## 7. Parish Reports and Issues –

- 7.1. Lengthsman Scheme – Report in CIS NOTED. Update NOTED: flailing undertaken along recreation ground ditch. Clerk INSTRUCTED to: pay invoice for flailing; arrange ditch digging out; ED2 gate repair next week, raise cheque on receipt of invoice and process claim to Herefordshire Council.
  - 7.2. Footpath Officers – Report NOTED: Closed footpath sign on ED1B now removed; work on ED2 gates being done next week.
  - 7.3. Footpath Diversion Order ED9 (part) – RESOLVED to support.
  - 7.4. Play area – Annual Inspection, cost of £58.60 – RESOLVED to accept quote, Clerk INSTRUCTED to arrange inspection.
  - 7.5. Eardisland in Bloom – Report NOTED: One session so far, tree trunk removed from weir.
  - 7.6. Community Garden and Children's Allotments – Report NOTED: Material for fencing and beds being priced, funding support from EIB and shop to be requested; RESOLVED to support proposed sites for fruit trees around recreation ground.
  - 7.7. Weir on Millstream – Report in CIS NOTED. Clerk INSTRUCTED to: ask Les Harrison to attend and give advice and professional opinion on repairing weir; add to later agenda; check with Environment Agency if requirements for plans etc apply to option 3 when repair not re-siting or removal of weir.
  - 7.8. Eardisland Village Hall Improvement Plan – Report on Feasibility Study Consultation and recommendation from Feasibility Study Group NOTED. RESOLVED to accept recommendations: take forward option 1, though consider elements of option 2 if funding allows; set up parish council Project Working Group (PWG) with 2 parish councillors, 2 representatives from Eardisland Village Hall Management Committee and 2-4 parishioners with relevant expertise; PWG to arrange quantity surveyor to provide detailed costings and project management, working with PWG; PWG to investigate funding streams with objective of having no Public Works Loan; report to be slightly amended and published in parish magazine and at Annual Parish Meeting (see 8 below) with thanks to parishioners for responding to questionnaire, Clerk INSTRUCTED to weight responses for q.2 to give overall figures and preference; letters of thanks to landowners who offered land; Feasibility Study Group wound up and no further meetings.
  - 7.9. Defibrillator cascade training session – Date in CIS NOTED.
  - 7.10. New date for river walk – AGREED 9.30 am Thursday 4 April, meeting in village hall car park.
  - 7.11. Date for meeting with householders by river bridge – AGREED 7.00 pm Friday 26 April at village hall. Clerk INSTRUCTED to ask other relevant landowners.
8. **Separate Annual Parish Meeting and agree date and agenda** – RESOLVED to have Annual Parish Meeting on Thursday 25 April at 7.00 pm, ask organisations to give 2 minute report plus written report for document after meeting and present report of Feasibility Study and new project group.
9. **Arrangements for election** – NOTED: Notices of Election for Ward and Parish Councillors published; must be delivered by hand to Electoral Services by 4.00 pm on Wednesday 3 April; Clerk collect nomination forms at 11.30 am on Thursday 28 March and deliver as required.
10. **Correspondence** – Correspondence in CIS NOTED. Clerk INSTRUCTED to send letter of thanks to shop committee for paying Dovecote insurance.
11. **Matters for the next agenda or action under Clerk's delegated powers** –
- Next agenda:
- Status of NDP and NPPF
  - Discussion with Ward Cllr re broadband and mobile communication
  - Eardisland Memorial Walks colours on gates
- Clerk's action:
- Pay Kirkwells Ltd £1,200 (inc. £200 VAT)
  - Pay Richard Mills £90 (inc. £15 VAT)
  - As above.

12. **Date of next meeting** – Thursday 18 April 2019 at 7.30 pm.

This meeting was declared closed at 9.14 pm.

SIGNED.....*Tim Hansen*.....  
(Chairman)

DATE.....18/4/19.....

Eardisland Parish Council  
Receipts and Payments against Budget 2018-19

APPENDIX 1 FOR MINUTES OF 14 MARCH 2019

2016-2017 Actual	2017-2018 Actual	Budget 2018-19 at 1.4.18	Budget 2018-19 at 7.6.18	Budget 2018-19 at 10.10.18	Budget 2018-19 at 14.3.19	2018-2019 Actual	Receipts	Draft budget 2019-20
£25,408.00	£25,408.00	£25,408.00	£25,408.00	£25,408.00	£25,408.00	£25,408.00	Precept	£25,408.00
£3,989.75	£633.96	£395.00	£395.00	£395.00	£395.00	£0.00	Lengthsman and P3 from HC	
£1,104.00	£616.00	£400.00	£400.00	£400.00	£400.00	£130.00	Parish magazine and other advertising	£400.00
£0.00	£130.00	£130.00	£130.00	£130.00	£130.00	£0.00	Bowling Club rent	£130.00
£900.00	£0.00					£0.00	Sponsorship for website	
£7.26	£7.26	£7.00	£7.00	£7.00	£7.00	£0.00	Wayleaves	£7.00
£650.00	£0.00					£0.00	Defibrillator funds	
	£9,200.00	£3,592.48	£3,592.48	£3,592.48	£3,592.48		Heritage Lottery Fund Grant Eardisland Memorial Walks	
£7,056.53	£1,569.82					£4,147.83	VAT reclaim	
£490.00	£0.00					£0.00	Donations for Dovecote tuffing	
	£369.38					£0.00	Donations for new path	
	£10,000.00					£0.00	Lottery grant for EVH work	
			£17,462.00	£17,462.00	£17,462.00	£0.00	Community Housing Fund grant	
						£217.34	Donation for work by shop	
							From reserves for Maintenance	
							From Reserves for Salary for Feasibility Study	
£39,525.54	£47,934.42	£29,932.48	£47,394.48	£47,394.48	£48,394.48	£30,500.43		£25,945.00
£300.00	£200.00	£200.00	£200.00	£500.00	£500.00	£350.00	Audit	£500.00
£0.00	£20.00	£10.00	£10.00	£10.00	£10.00	£10.00	C3+ park	£10.00
£6.76	£8.97	£9.00	£9.00	£9.00	£9.00	£7.38	Drainage rates	£8.00
£820.82	£775.61	£900.00	£900.00	£900.00	£900.00	£503.45	Parish Expenses - postage, stationery, sundries	£700.00
£1,776.88	£130.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£416.00	S 137 - grants and donations	£1,500.00
£1,332.49	£775.31	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£868.85	Insurance	£1,000.00
£4,463.50	£2,134.75	£4,814.00	£4,814.00	£4,814.00	£4,814.00	£2,324.00	Lengthsman and P3	£3,500.00
£789.95	£934.80	£900.00	£900.00	£900.00	£900.00	£825.29	Parish magazine	£1,200.00
£3,523.82	£3,240.23	£4,000.00	£4,000.00	£4,000.00	£5,000.00	£3,491.80	Maintenance - mowing, SIDs, bus shelter, other	£4,000.00
£50.60	£58.60	£50.00	£50.00	£50.00	£50.00	£82.52	Play area	£50.00
£190.00	£220.00	£250.00	£250.00	£250.00	£250.00	£236.50	Room hire for PC meetings	£250.00
£3,850.06	£3,761.48	£4,500.00	£4,500.00	£4,500.00		£5,278.39	Salary & PAYE	£5,500.00
£682.15	£565.36	£600.00	£600.00	£600.00	£600.00	£558.70	Clerk's expenses - mileage, parking, SLCC	£500.00
£790.06	£463.15	£550.00	£550.00	£550.00	£550.00	£484.54	Subscription - HALC, ICO, Community First, HTWN	£550.00
£0.00	£60.00	£400.00	£400.00	£400.00	£400.00	£166.20	Training	£400.00
£1,054.64	£52.88	£100.00	£100.00	£100.00	£100.00	£0.00	Website	£100.00
£265.91	£0.00					£0.00	NDP (excl salary)	
£372.43	£0.00					£0.00	NDP salary (exc PAYE)	
£880.00	£1,005.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Bural ground mowing	£0.00
£0.00	£0.00	£500.00	£500.00	£0.00	£0.00	£0.00	Election	£1,000.00
£1,569.82	£4,162.08	£1,000.00	£1,000.00	£700.00		£4,130.69	VAT	
£507.00	£2,355.57					£1,69.14	Contingency	£1,626.00
£1,135.00	£0.00					£0.00	Projects - defibrillator, Dovecote tuffing	
	£369.38					£217.34	Projects - work by shop, new path 2017	
	£0.00	£600.00	£600.00	£600.00		£0.00	Planning contingency	£600.00
	£5,807.52	£3,592.48	£3,592.48	£3,592.48	£3,592.48	£3,592.48	Eardisland Memorial Walks	
	£10,000.00	£3,007.00	£2,207.00	£2,207.00	£2,207.00	£1,895.00	Village hall refurbishment and repair	£2,200.00
			£17,462.00	£17,462.00	£17,462.00	£11,635.32	Community Housing Fund grant	
			£800.00	£1,300.00	£1,300.00	£1,173.24	GDPR	£300.00
£24,402.76	£36,900.54	£29,932.48	£47,394.48	£47,394.48	£48,394.48	£40,416.83		£25,945.00

includes receipts and payments from current meeting

S137 allocation (£7.86 x 393) Total = £3,128.28

Bank reconciliation

	£	£
Balance per bank statement as at 8 February 2019	£29,921.38	
Includes		
Committed reserves for flood excess £2,000		
		£29,921.38
Less: unrepresented cheques at 8 February 2019		
		£29,921.38
Net balances as at 8/2/19		£29,921.38
Cash book		
Opening balance at 1 April 2018	£27,513.98	
Add: receipts in the year	£30,500.43	
Less: payments in the year	-£28,093.03	
Closing balance per cash book as at 8 February 2019		£29,921.38

Uncommitted reserves approx. £29,000 at 8/2/19 - includes funds for Feasibility Study payments upfront, contingency and VAT

SALARY ANALYSIS gross figures

	Budget	Hrs this month	Running total
Contracted hrs at £10.30/hr for 9hrs/wk	£4,500.00	£1,205.21	£4,820.84
Feasibility Study	£848.00	£587.15	£1,961.59
GDPR	£500.00		£375.96
TOTAL COST ALL HRS			£6,758.39

*John*